

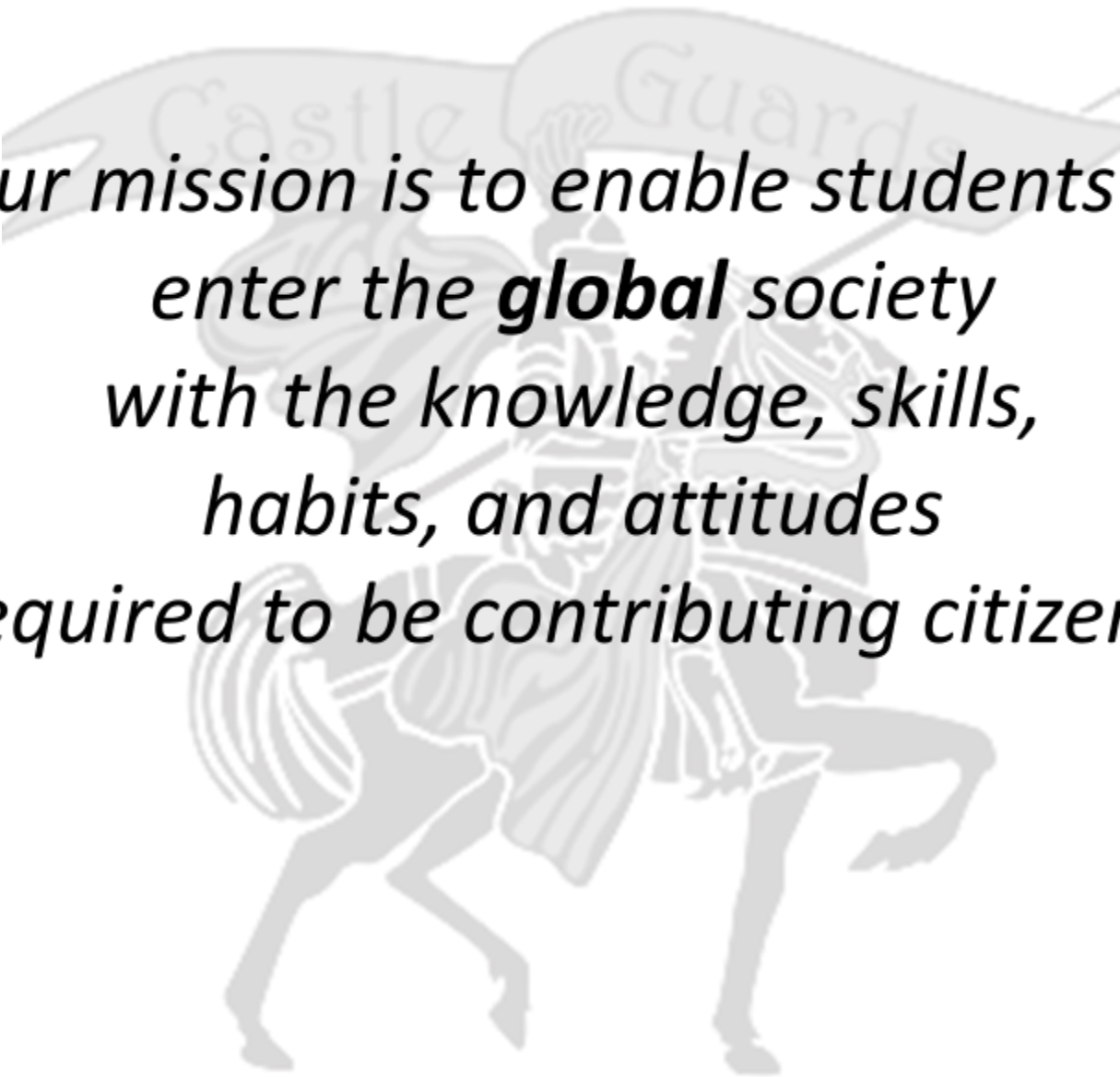
# Washburn Middle & High School Student Handbook

**2025-2026**

Expectations and rules, as well as disciplinary and restorative actions, in this handbook apply to students in in-person and virtual settings.

*Our mission is to enable students to enter the global society  
with the knowledge, skills, habits, and attitudes  
required to be contributing citizens.*

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*Our mission is to enable students to  
enter the **global** society  
with the knowledge, skills,  
habits, and attitudes  
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# **GENERAL INFORMATION**

## **SCHOOL DISTRICT OF WASHBURN Board Members**

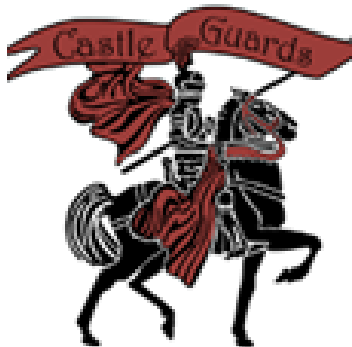
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*Our mission is to enable students to enter the global society  
with the knowledge, skills, habits, and attitudes  
required to be contributing citizens.*

Washburn High School  
305 West 4th Street  
Washburn, Wisconsin 54891  
Chandra Pinge, Principal • (715) 373-6188  
e-mail address: [cpingel@washburn.k12.wi.us](mailto:cpingel@washburn.k12.wi.us)

WELCOME to the 2025-2026 School Year!

The staff at Washburn Middle & High School are excited to welcome students for the 2025-2026 school year. We are excited to have students back in the building after a relaxing summer. We continue to offer a variety of experiences for all grade levels. Through both academic and extra-curricular challenges, we will help you grow into individuals ready to enter the global society with the knowledge, skills, habits, and attitudes required to be contributing citizens.

We understand that family is an important part of student success. Families are encouraged to continually be involved in our school. We have many opportunities for families to be involved; see the [Activities Calendar](#) for upcoming events. Also, please feel free to reach out to your student's teachers, the administration, the [District Website](#), and the District Facebook page to stay informed. Our contact information can be found on the [Staff Directory](#) pages within this handbook. A strong connection between school and home will make it easier for all students to be successful.

This handbook is designed to help students and their families understand the rights, responsibilities, and procedures that all students will need to follow during their middle and high school journey. Please review these materials and use them as a reference throughout the school year.

If you have questions which are not addressed in this handbook, feel free to ask any teacher, the school counselor, or me. It's going to be a great year! Welcome back!!!

Chandra Pinge  
Middle/High School Principal

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# Administrative, Office, and District Staff

Name	Position	Contact Information
<b>Denise Michaelson</b>	Superintendent	(715) 373-6188 ext. 103 <a href="mailto:dmichaelson@washburn.k12.wi.us">dmichaelson@washburn.k12.wi.us</a>
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## Middle and High School Staff

Name	Position	Contact Information
<b>Office Staff &amp; Instructional Assistants</b>		



Heather Osborn	Middle/High School Secretary	(715)373-6188 ext. 100 <a href="mailto:hosborn@washburn.k12.wi.us">hosborn@washburn.k12.wi.us</a>
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## **STUDENT/PARENT INFORMATION AND REMINDERS**

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### ***Important Brief Reminders:***

#### **1. Accessibility into Building for Students (A.M)**

Students who arrive by methods other than bus should plan to arrive just before 8:00 am.

**Students should not arrive before 7:45 am.**

## **2. Student Absence**

If your child is absent, please call the office before 3:00 pm at 373-6188 ext. 100 or email the school at [hmsattendance@washburn.k12.wi.us](mailto:hmsattendance@washburn.k12.wi.us).

## **3. Student Sign-out**

For the protection of your children, yourself, and the school, you or your student MUST stop in the Middle/High School Office and sign out prior to them being released from school.

## **4. Dismissal**

Dismissal time is 3:25 pm.

## **5. Student Pick Up and Drop-off**

Parents picking up and dropping off their children at school should park in front of the school, and students should use the entrances on the south side of the building.

## **6. Doors Locked Policy**

To control the flow of traffic through the school, please enter the front door. In addition, all visitors must stop by the office to pick up an ID badge and sign in.

### **District Web Page Address and Staff E-mail Addresses:**

District Web Page: [www.washburn.k12.wi.us](http://www.washburn.k12.wi.us)

Middle School Page: <https://wms.washburn.k12.wi.us>

High School Page: <https://whs.washburn.k12.wi.us>

To e-mail a Washburn School District staff member:

- ☐ Type the first letter of the person's first name followed by the person's full last name followed by @washburn.k12.wi.us.
  - o Example: To contact Chandra Pingel – MS/HS Principal -  
[cpingel@washburn.k12.wi.us](mailto:cpingel@washburn.k12.wi.us)

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### **Public Notification of Nondiscrimination Policy**

It is the policy of the School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. This policy also prohibits discrimination under Title IX of

the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), Americans with Disabilities Act of 1990 (disability) and the McKinney-Vento Homeless Assistance Act (homeless status).

The School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

Any questions concerning this policy should be directed to:

Superintendent  
School District of Washburn  
P.O. Box 730  
305 W. 4th Street  
Washburn, WI 54891

## **Equal Educational Opportunities**

## **[Board Policy 2260](#)**

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities as required by S. 118.13 Wisconsin State Statute. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1992 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act (disabilities).

## **Enrollment Procedure**

Students new to the district should come to the middle school office with their parent(s)/guardian(s) to complete an enrollment form. Time should be allowed for a scheduling conference with the school counselor. If possible, please bring a transcript of the school last attended to help in the scheduling process.

### **Full-Time Inter-District Open Public School Enrollment:**

1997 Wisconsin Act 27 created an inter-district public school open enrollment in Wisconsin, beginning in the 1998-1999 school year.

Students in Kindergarten to grade 12 may attend public school in a district other than the one in which they reside, if space is available (subject to certain limitations). A child may attend a preschool or early childhood program in a non-resident district if the resident district also offers the program and if the child is eligible for the program in the resident district.

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Application forms may be obtained from the resident or non-resident school district, or the Department of Public Instruction (DPI). Applications must be made to the non-resident district between the 1st Monday of February and the 3rd Friday in February. DPI forms must be used.

For additional information on application procedures, you may contact Heidi Hagen at the Washburn District Office (373-6199 ext.160), the Department of Public Instruction at [openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov) or call toll-free: 888-245-2732 DPI Open Enrollment webpage:

<https://dpi.wi.gov/open-enrollment>, or the non-resident school district the student would like to attend.

## **Homeless Families or Homeless Youth**

## **Board Policy 5111.10**

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate, public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Local area contacts include the school counselors and administrative assistant. If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number: 1-(800)308-2145 or by e-mail at [www.serve.org/nche](http://www.serve.org/nche).

## **Court Orders**

Parent(s)/guardian(s) must supply the high school with a copy of any type of court order that may affect the student, e.g., who may visit with the child, etc. The order will be maintained in the child's cumulative file. If any changes take place during the year that changes the court order, the school must be notified.

## **School Closing Procedures**

Announcements concerning emergency school closings will be made on the following television stations:

KDLH TV – Channel 3/603	WDIO TV – Channel 10	KBJR TV – Channel 6/606
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as well as on the district website, InTouch communications, and on the district Facebook page:

Should weather conditions become worse during the day, or another emergency condition develops, school will be dismissed early. Announcements will be made via InTouch and on television stations listed above and will also be on the district website and Facebook page.

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## **Service Numbers**

County Health Department	(715)373-6109
Human Services	(715)373-6144
Bayfield County Sheriff	(715)373-6120 or (715)373-6117
Washburn Police	(715)373-6164
Fire	(715)373-6120
Rescue Ambulance	(715)373-6120
Crisis Center Ashland/Bayfield County	(715)682-9565
Poison Center (Madison)	(800)815-8855
Shelter for Battered Woman (New Day Shelter)	(715)682-9565
Lutheran Social Services	(906)932-3902
Children's Service Society of Wisconsin	(715)372-5433
Memorial Medical Center	(715)685-5500
Bay Area Mental Health Associates	(715)373-2233
Runaway Hotline	(800)621-4000
Pregnancy Counseling	(800)362-8028
Center Against Sexual & Domestic Abuse (CASDA)	(715)373-0870
Suicide Hot Line	988

***This list was prepared from the available information. It is not guaranteed that the list is complete nor, in all cases, correct.***

## **Emergency Evacuation (Fire and Severe Weather Procedures)**

Emergency evacuation procedures will be practiced regularly. Information specific to procedures that are to be followed will be posted in classrooms and explained by teachers. Following are general rules all students should know:

1. Classes leave by designated routes.
2. Students are to walk rapidly and orderly in a single file.
3. No one should run.
4. Students are to be quiet and cooperative.
5. Students are not allowed to use Personal Electronic Devices during an emergency evacuation or drill.
6. Students should assemble with their class in an orderly manner in the designated area.
7. During a tornado drill, students should sit on the floor with knees drawn up toward chest, head placed on knees and arms placed over the back of the neck for protection.

## **Steps to Follow If Any Injury Is Sustained**

1. Notify school officials immediately of an accident. The school employee who supervised the activity or witnessed the accident will fill out an accident form.
2. If necessary, consult a doctor/nurse as soon as possible.
3. Process the medical expenses incurred through your family insurance.

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## **Medication**

If any medication is to be taken at school, it must be brought to school in the original container. In addition, an order for medication administration must be completed for each medication brought to school. Non-prescription medications, such as aspirin, will not be administered by the school nurse or designated school personnel without written parent(s)/guardian(s) consent.

Approval forms for asthmatic pupils and Order for Medication Administration forms may be obtained in the school office.

- ☐ The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- ☐ The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent(s)/guardian(s).
- ☐ The pupil has provided the school with a copy of the approval or approvals under paragraph (b).

## **Use of School Facilities**

## **[Board Policy 7510](#)**

The use of the school building for after-school activities will be allowed only when they are regularly scheduled events or when special arrangements have been made in the office by the chaperoning adult(s). Students will not be allowed in the school building after 4 p.m. unless chaperoned by an adult in charge of an event. This includes Saturday and Sunday activities. All regularly scheduled events on the school calendar, in principal's office, or website, will take precedent over planned events. A [building use form](#) must be filled out and approved by the principal, or their designee, for use of the school facilities.

## **Communication Procedure for Parent(s)/Guardian(s) and Community Members**

The Washburn School District welcomes and encourages parent(s)/guardian(s) and community involvement in the education of our children. We also understand the importance of effective communication. To enable effective communications with all members of the educational community a model for communication has been developed. Persons wishing to communicate a question or concern should direct their attention to the employee closest to the question. For example:

- ☐ Questions about specific course requirements, student progress or an incident in the classroom, should be communicated to the classroom teacher.
- ☐ Questions about a co-curricular activity should be communicated with the co-curricular coach /advisor.

If an issue cannot be resolved at the level *closest* to the question, the issue should be directed to building level administration (Principal or Athletic/Activities Administrator). If communications at the building level cannot resolve the issue, then central office staff should be contacted. (Director of Special Education, or District Administrator). The last line of communication would be a meeting with The Board. Those wishing to address the Board will be required to meet with the District Administrator and request to be placed on the agenda prior to the scheduled meeting. The District Administrator will ask several questions to determine whether the meeting will be held in an open or closed session.

## **Access to and Acceptable Use of Networked Information**

### **Resources**

### **[Board Policy 7540](#)**

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, Twitter, etc.) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students from the District's network. The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

### **School Visitors**

### **[Board Policy 9150](#)**

Upon the principal's approval, student guests may be allowed. The high school office must be notified at least three (3) days in advance of any student guests who wish to attend a full day as the guest of a specific student. Teachers will be notified of the student's request for a visitor and may request that the visitor not be allowed for all or part of the day. The principal reserves the right to deny any requests for visitors to the building. All visitors must wear a visitor's pass while in the building.

### **Community Night**

In cooperation with the organizations in the Washburn area and in conjunction with the other schools in our conference, Wednesday night has been designated as community night. No meetings and/or practices involving students are to be scheduled on Wednesday night to extend beyond 5:45 p.m., if possible.

### **Conferences**

We encourage parents to come to school to meet with their child's teacher(s) as often as necessary. Individual teacher conferences can be held by contacting the teacher directly. Team meetings, with all of your child's teachers in attendance, can be arranged by contacting the school counselor.

### **Progress Reports/Skyward Family Access**

We make every effort to inform the parents of students' academic, behavioral, and social progress at Washburn Schools. Progress reports are posted in Skyward to the student's portfolio

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at the midway point of each quarter for all students. Additional reports may be sent by teachers at their discretion. It should be noted however, that failure to receive a progress report does not assure that a child will pass. We encourage parents to maintain contact with their child's/children's teachers by means of telephone, e-mail, or written correspondence in assignment notebooks. You may follow your child's progress through your Skyward Family Access Account.

## **MIDDLE & HIGH SCHOOL INFORMATION**

### **School Environment(s)**

Washburn Middle/High School is a community of learning. We have an opportunity to learn in our classrooms, including our virtual classrooms, through formal instruction. Learning is also experienced through co-curricular activities and interactions outside of the classroom. All communities develop expectations for behavior in creating and maintaining the desired environment. This community, including the virtual community, is not an exception. Our success as individuals and the success of this community are dependent on a citizenry who accept and carry out their responsibilities in order to realize a healthy learning environment, regardless of whether the environment is virtual or in-person.

Students are responsible for their learning. They need to attend classes on a regular basis. Student attendance must be in compliance with Wisconsin State Statute 118.15 and 118.16. Students should come to class prepared to learn, and to participate in a positive way. Teachers are responsible to guide student learning and to ensure the environment in the classroom is conducive to the learning processes. We are all responsible for acting appropriately, to model behaviors that encourage kindness, concern for others, and a respect of learning and teaching. This includes all learning environments, including, but not limited to in-person classroom, virtual classroom, field trips, sporting events, any extracurricular events or competitions, or any school function.

### **Human Growth and Development**

Any parent that wishes to have their child excused from the Human Growth and Development portion of the health class may do so by sending a letter to the principal stating this request. The curriculum may be reviewed by contacting the Health teacher directly.

### **Study Hall Procedures**

Study hall must be an environment conducive to learning and productive studying at all times.

1. The study hall supervisor will provide a hall pass if a student needs to leave the study hall and should indicate on the hall pass the time the student left the room. All students in the halls, whether from class or from study hall, must have a pass. Students are not allowed to leave any classroom or study hall without a completed pass from their teacher.
2. Students are required to bring books and other schoolwork to study halls.
3. *Personal Electronic Devices (PDC's) are not permitted in study halls unless approved by the teacher.*

## **School Entrances during the Day**

All entrances will be locked during the school day. When entering/returning to school, students must use a door connected to the buzzer, specifically the main High School door, Middle School door, or the back gym entrance. *Under no circumstances will students prop doors open or open doors for individuals entering the building. This is a safety concern.* Any student that is found to have propped open a door or allowed individuals entrance will be subject to the consequences stated in the discipline guidelines.

## **Late Arrivals to School**

If they have a written excuse from parent(s)/guardian(s), or if the principal or high school secretary has received a phone call explaining their late arrival and the tardiness falls under an excused absence as set forth in state guidelines listed above, they will be given an excused entry pass. If they arrive late, without an acceptable excuse or with an excuse that is not deemed excused by state guidelines, they will be given an unexcused entry pass. The teacher then marks the student tardy and assigns the appropriate consequence. Repeated unexcused late arrivals will prompt contact with parent(s)/guardian(s) and will eventually result in a truancy notice, as this is a loss of class time. This includes virtual learning. Assignments may not be accepted or marked as late assignments, if the student is tardy to class. This also includes being late for a virtual class.

## **Leaving School During the Day**

Although we encourage families to make appointments after school hours, occasionally students must leave during the school day. When a student needs to leave, the student should bring a written note to the high school office from a parent(s)/guardian(s), email [hsmsattendance@washburn.k12.wi.us](mailto:hsmsattendance@washburn.k12.wi.us), or leave a voicemail message at (715) 373-6188 x100, prior to the start of school in the morning. The student will be given a pass to leave.

When it is time for the student to leave, they should present the permit to leave to the teacher. They should then come to the high school office to sign out. When they return, they will need to come to the main office, sign in and get a pass to re-enter class. If school personnel have any questions about whether a student should be leaving, parent(s)/guardian(s) will be contacted. Students who leave the building without proper permission and sign-out in the office may receive a minimum of one-half day In-School Suspension and the incident may be reported to the Police Department as truancy. It is critically important that school officials know where students are throughout the school day. If they are 18 years old, the above policy applies unless the district is in receipt of a written notice from the parent(s) that they may leave the school grounds during the school day.

## **Pre-Arranged Absences**

If a student is aware of an absence, they should bring a note written by their parent(s)/guardian(s) to the main office to obtain a pre-arranged absence slip at least seven school days prior to the absence. This slip will need to be taken to each class and signed by each teacher. After all signatures are obtained the slip should be returned to the high school office. The office will

retain one copy of the pre-arranged absence slip. Students should ensure that they have all the necessary work they are required to make up during their absences.

### **Make-Up work**

It is the student's responsibility to ask the teacher for any missed assignments. If a student is absent for several days, a parent(s)/guardian(s) should call the office and request assignments. Please allow at least 24 hours for teachers to get assignments ready. These assignments can be picked up in the Middle/High School office. If absences occur at the end of a grading period, an Incomplete may be given on the report card. All work for an Incomplete must be made within 10 school days of the Incomplete grade posting. In extenuating circumstances, contact the Principal or Principal Designee. 'Incomplete(s)' will be removed to reflect the grade achieved.

Students who have been absent, including virtual absences, will be expected to make-up work missed, including examinations, at a time and place determined by the instructor. Reduction of grade will be at the instructor's discretion. Credit for course, however, shall not be denied solely because of a student's unexcused absence from school. Parent(s)/ guardian(s) approval of an extended trip must be given to the school district in advance of the trip, and the student will be expected to obtain the work they will miss beforehand and turn it in upon their return. The timeline for make-up work, whether the absence is excused or unexcused, is as follows: If students are absent one day, they are allotted three days to make up their work. For each additional day that they are absent they are allotted one additional day to make up their work. This includes quizzes, tests, and other forms of assessment.

*More information concerning attendance and truancy can be obtained from the District Office.*

### **Library Services**

The library is organized as a media center for students to research, read leisurely, and to develop classroom skills. Students who have questions regarding selection of books, research projects or leisure reading are encouraged to consult with the media specialist. Library rules and regulations help maintain an environment conducive to the activities listed above. Please help by following the regulations posted by the media specialist at the beginning of the school year. Students who do not follow the library rules will lose library privileges.

### **Lockers**

All lockers are the property of the Washburn School District and are under its jurisdiction. Each student is assigned a locker for the school year and must remain in the assigned locker. Students may obtain a combination lock in the office. Students should not bring their own locks unless special arrangements are made. Students should keep lockers locked at all times and never leave valuables in lockers. Students may bring items of value to the office for safekeeping. However, the school district is not responsible for loss or theft of personal items.

## **Middle and High School Lunch**

### **Middle School Lunch**

Washburn Middle School does not allow Middle School students to leave campus for lunch. Students may choose to bring a cold lunch or participate in the hot lunch program. Weather permitting, students may use the picnic tables on the south side of the cafeteria.

### **High School Lunch Open Campus**

[Board Policy 8500.01](#)

Washburn High School operates an open campus during the lunch periods. However, students are reminded that they represent Washburn High School and should act accordingly. Open campus is a privilege. Students who abuse open campus or any school rule may have their open campus privileges revoked by a staff member or the high school administration.

### **Elector Registration Information – High School**

All students have the right and are encouraged to exercise their right to vote when they reach the legal voting age of 18 years. Elector registration information can be picked up in the high school counselor's office or accessed on the World Wide Web at the following email address:

[www.usa.gov/register-to-vote](http://www.usa.gov/register-to-vote).

### **Student Vehicle Use and Parking**

#### **Regulations – High School**

[Board Policy 5515](#)

Students shall be allowed to drive automobiles to school and to park on school grounds in compliance with established regulations. Students shall use only the designated parking facilities. Under no circumstances shall a student be allowed to leave the parking lot during the school day without permission.

- All students' vehicles must be parked in designated parking lots and in appropriate spaces.
- Speeding, reckless operation, or making excessive noise on or near school property will not be tolerated.
- Speed limit on school grounds is 10 MPH.
- No student will loiter in their vehicle. All vehicles should be kept locked.

### **At Risk Criteria**

#### **Criteria established by the State of Wisconsin**

- Pupils in Grades 5-12 who are at risk of not graduating from high school because they are dropouts, or are two or more of the following:
  - One or more years behind their age group in the number of high school credits attained
  - Two or more years behind their age group in basic skill levels
  - Habitual truants, as defined in 118.16(1)(a)
  - Teen Parents
  - Adjudicated delinquent
  - 8th grade pupils whose score in each subject area on the examination administered under 118.30(lm)(am)
    - Was below the basic level, 8th grade pupils who failed to examination under 118.30(lm)(am)

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- o And 8th grade pupils who failed to be promoted to 9th grade

### **Criteria established by the School District of Washburn**

In addition to the State criteria, Washburn uses the following criteria as possible indications of a student at risk. Pupils in grades 9-12 are considered at risk of not graduating from high school as indicated by one or more of the following:

- Credit deficient in the number of credits and/or required credits for graduation
- Habitual truants, as defined in 118.16(1)(a)
- Have children
- Adjudicated delinquent
- 8th and 10th grade pupils whose scores in two or more subject areas on the WKCE were below the basic level.
- Difficulty completing in-class tasks on time or at grade level
- Rarely completes homework assignments
- No post-secondary plans by the junior year
- Behavior problems in the classroom which may stem from academic frustration
- Regular display of non-interest in core subject areas
- Home life interferes with school work or school focus
- Trouble socializing or a loner
- Frequent absences from class
- Involvement with law enforcement

Team meetings will be scheduled for middle and high school students who are truant. The meetings will include all school staff who work with the student, parents, student, school counselor and/or principal. The meeting will explore the reasons for the absenteeism, the importance of being in school and the modifications that can be made to assist the student and parents with regular attendance.

### **Promotion, Placement, and Retention**

### **[Board Policy 5410](#)**

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is to be moved forward in a continuous pattern of achievement and growth that is in harmony with their own development. Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit them to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

118.33(6), Wis. Stats

## **Remediation of Middle School Students**

If a student fails any class for the semester, the following procedures should be followed:

- **One Semester** - The parents/guardians, student, principal, school counselor, and the teacher or teachers will be notified that the student is a candidate for retention. The student may be able to make up the classes during WINN time for a passing grade.
- **Two Semesters** - If the student fails two (both) semesters, which is the entire year in any class, a meeting of the parties in section (1) will be held to discuss the options available. The school will have the final say as to which option will be implemented. Options include retention and/or summer school, or both.
- **Summer School** - Any student required to attend summer school must complete the program at a satisfactory level or may be retained in any class that they have failed both semesters of a class.

## **HIGH SCHOOL SPECIFIC**

### **Release of Information to Military Recruiters**

Section 9528 of the Federal No Child Left Behind (NCLB) law puts a district at risk of losing NCLB funding if it does not give military recruiters home contact information for high school students. This provision also allows parents to tell the district not to give out that information. Parents wishing to have their child's contact information withheld from military recruiters will need to submit a written notice to the high school counselor's office.

### **Graduation Credit Requirement**

[Board Policy 5460](#)

A credit will be awarded based on a minimum of forty-five (45) minutes per class period, meeting five (5) times per week for thirty-six (36) weeks or 1137 minutes. Credit shall be awarded for classes taken at the high school as follows:

- One credit is earned in a subject when the class meets daily and is passed for the equivalent of an entire year.
- One-half credit is earned in a subject when the class meets daily and is passed for the equivalent of one semester.
- One-quarter credit is earned in a subject when the class meets every other day and is passed for the equivalent of one semester.

Students shall be required to successfully complete 26 credits in order to receive a diploma from Washburn High School. The specific credit requirements are as follows:

- |                                     |                                |
|-------------------------------------|--------------------------------|
| ● 4 credits of English              | ● 1 credit of Personal Finance |
| ● 3 credits of Social Studies       | ● 1 credit of Fine Arts        |
| ● 3 credits of Math                 | ● 1 credit of Life Skills      |
| ● 3 credits of Science              | ● 8 Elective credits           |
| ● 1 ½ credits of Physical Education | ● 40 Hours of Service learning |
| ● ½ credit of Health                |                                |

Credits earned at other high schools may be accepted for those students transferring into Washburn High School. Specific course requirements may be adjusted by the principal to accommodate for differences in courses between schools.

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Students currently enrolled in Washburn High School may earn credit toward high school graduation through equivalent courses taken at the University of Wisconsin Extension, technical colleges, universities or other educational programs or institutions with the approval of the principal. Students must present a course syllabus, a 4-year plan, a written rationale for taking the course and meet with the principal as part of the approval process. The principal will make a decision based on these and any other sources of information that assures the validity of the class and the necessity of the independent class, including the recommendation of Washburn instructors who teach in the academic area of the course being requested. In order to receive high school credit, the student shall receive principal approval prior to enrollment in the course(s). The approval of the District Administrator is also required when the course(s) involves the payment of tuition costs by the District. The for-credit courses taken through independent and online accredited institutions will count toward the student's requirements for graduation; however, the grade for the course will not be considered in calculating the student's GPA, unless it is from a credited institution.

Courses completed through technical colleges under the jurisdiction of the State of Wisconsin or approved correspondence schools may be accepted as credits toward a Washburn High School diploma for any person 18 years of age or older who is not properly enrolled in a public high school, but who has completed part of the education requirements at Washburn High School. Such courses shall be approved, prior to enrollment, by the high school principal as equivalent to high school course requirements. Washburn High School diplomas shall not be issued on the basis of General Education Development test results. The Washburn School District shall not issue a school diploma based solely on successful completion of General Equivalency Diploma (GED) testing requirements.

### **Pass/Fail Grade Elective**

### **[Board Policy 5421.01](#)**

Washburn High School students are able to take one (1) elective course and determine if they receive a traditional grade or be assigned a Pass/Fail grade. Students need to declare whether this will be a pass or fail grade. The Pass/Fail grade will have no impact on their GPA. The student will receive credit for a passed grade but the course will not be figured into his/her GPA. If the student receives a Fail grade, no credit will be received and his/her GPA will not be affected.

### **Adding/Dropping a Course**

To withdraw from a course, you must:

1. Obtain a drop/add slip from the counselor's office. Complete the form with the requested change(s). Get the form signed by your parent(s)/guardian(s), the instructor of the course being dropped, and the principal.
2. Return the form to the counselor's office. A student is not considered to be withdrawn from a course until the form has been processed by the counseling office.
3. This process must be complete within 5 days of the start of a new semester. Students dropping a class after the 5 days will receive an F for that course.
4. The principal may grant a student's request to drop after the 5 days without an F where extenuating circumstances exist.



## **Retaking Courses**

Students may re-take any course. The following procedure is to be used:

1. Students need to inform the counseling office prior to the end of the school year if they want current grades to replace the previous year's grades in a course. This is done by turning in a course re-take form.
2. The previous course grade points and credits are removed from the student's transcript and the new grade/credit is added to the transcript, if it is a higher grade.
3. This policy applies only to courses taken at Washburn Schools.

## **Early College Credit Program/ Start College Now Program**

**Board Policy [2271](#), [2271.01](#)**

The Early College Credit or Start College Now program allows all public school juniors and seniors who meet certain requirements to take post-secondary courses, up to 18 credits, at a UW institution or Wisconsin Technical College, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The student does not have to pay for a post-secondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. If approved by the school board, the student will receive both high school and post-secondary credit for successfully completed high school graduation standards, regardless of whether the requirements were met at the high school or at the college.

To qualify, juniors and seniors must have:

1. Completed the tenth grade, be in good academic standing and have no record of disciplinary problems.
2. Apply to the college in the school semester prior to the one in which the student plans to attend the post-secondary course.
3. Notify the school board (complete form PI8700A) of the student's intention of enrolling in college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.
4. Notify the school board if the student is admitted to the college.
5. Notify the school board if the student is registered to attend a post-secondary course.

The student's parent or guardian is responsible for ensuring student attendance and compliance with all state school attendance laws. Forms and applications can be obtained from the school district, the Department of Public Instruction or the college. A student may appeal the school board's decision regarding the awarding of high school credit of a post-secondary course to the state superintendent within 30 days. Failure of the student to meet the 30 day time line deprives the DPI of jurisdiction in the matter.

If a pupil receives a failing grade or fails to complete (drops) a course for which the school district has made payment, the school board may request reimbursement for all costs related to this course.

Reimbursement may be requested from the student if he or she is an adult or from the student's parent or guardian.

The District shall pay for no more than 18 post-secondary credits (4.5 High School credits) per student.



The District shall not, however, limit the number of post-secondary semester credits a student may take at their own expense.

If you have any questions, please contact the School Counselor or the High School Principal at (715)373-6188.

## **Scholarships**

The following is a list of scholarships available on a yearly basis to Washburn students. Seniors and graduates are encouraged to request application forms from the counselor's office. A list of additional competitive scholarships is available on the school website. Scholarships are subject to change.

AFS Scholarship	Merila Scholarship
Ashland Rotary Scholarship	Wing Scholarship
Bayfield Electric Scholarship	Pade Scholarship
Bremer Bank of WI Scholarship	Rae Johnson Scholarship
Chippewa Valley Bank Scholarship	Volovka Service Award
Washburn Iron works Scholarship	Robert F. Thompson Scholarship
Eldon M. Robinson Scholarship	Sprague Scholarship
Eric & Elloy Swanson Scholarship	Washburn Area Ambulance Scholarship
Harriet Finley Scholarship	Vernon Family Scholar Athlete
Langford Scholarship	Washburn Academic Excellence Scholarship
Leonard T. Nelson Scholarship	Washburn American Legion Scholarship
Mason/Grandview American Legion Scholarship	
Masonic Scholarship	

The awarding of the State of Wisconsin Academic Excellence Scholarship will be determined at the end of the first semester as required by the State of Wisconsin. The selection of the Valedictorian and Salutatorian will be made following the second semester of senior year.

The school district of Washburn does not discriminate in the awarding of scholarships or other awards on the basis of sex, color, handicap, race, religion, national origin, homeless status, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.



*Our mission is to enable students to enter the global society  
with the knowledge, skills, habits, and attitudes*

*required to be contributing citizens.*

## **MIDDLE & HIGH SCHOOL CODE OF CONDUCT**

### **\*\*\* Parental Involvement \*\*\***

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from any the learning environment. This includes the virtual learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they will provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

### **Skyward Discipline Referrals**

Students who choose to be repeatedly or severely disruptive will receive skyward discipline referrals that will be reviewed by the administration. The referral will explain the situation and consequence that will/may be assigned by the teacher and/or administration. Effort will be made to notify parent(s)/guardian(s) by phone to inform them when a student receives a referral. The referral will be kept on file after the conference with the student. Parent(s)/guardian(s) may be asked to meet with administration, faculty, school counselor, and the student when a referral occurs.

### **Detentions/Behavior Interventions**

Teachers may assign classroom detentions/interventions for inappropriate behavior. Students will have a day to inform their parent/guardian of the detention/intervention to make transportation arrangements. Informing their parent/guardian of the situation is the responsibility of the student and teacher.

Students must remain alert and productive throughout detention. The instructor who is in charge of detention will keep attendance and note whether the student's behavior met the requirements of detention. Students who choose not to follow the structure of detention/intervention may be assigned more detention/intervention time or may be required to serve more severe consequences. Students who skip detentions/interventions will be assigned a minimum of two detentions/interventions for each missed session. The role for detention/interventions will be reviewed by the administration, as needed.

***In-school suspensions will be assigned to students who refuse to serve assigned detentions.***

### **Discipline Levels**

Parents, students, teachers, and administration all want a learning environment that allows all students to learn and all teachers to teach, this includes through virtual methods. Therefore, it is necessary to address those that choose to disrupt the learning environment of the classroom and of the school. Consequences for inappropriate behavior are necessary. Teachers have developed

Classroom Discipline Plans. Your teachers will post, distribute, or discuss their plans to students at the start of their class.

Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the Washburn graduate traits as are outlined in our Life-Long Learning Standards. The following disciplinary actions may be imposed for any violation based upon the level of the offense:

### Level I

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. The student should be disciplined by the professional staff member that witnesses the offense. It is strongly recommended that professional staff members keep record of acts of misconduct and the discipline management technique used to monitor student behavior.

In a Level I misconduct; professional staff members are to do the following:

1. Talk with student about the act of misconduct.
2. Contact parents/guardians to inform them of the misconduct.

It is strongly recommended that professional staff members also choose to utilize at least one of the following discipline management techniques, in addition to those listed above:

1. Assignment to after-school detention.
2. Completion of student self-reflection regarding the student's behavior followed up with a conference with the teacher to discuss offense and plan of action to prevent future disruption to learning.
3. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
4. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
5. Any other disciplinary technique that positively promotes student development of Portrait of a Graduate traits that is approved by administration.

### Level II

Level II discipline offenses are intermediate acts of misconduct which require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety, or well-being of others.

Students who have committed a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the administrator, including, but not limited to, the following:

1. Student participation in a conference with parent/guardian, teacher, and/or administrator.
2. Restriction from programs and special assemblies.
3. Assignment to after-school detention.
4. Partial or full day in-school suspension (ISS).
5. Participation in the cleaning/repair of any damage caused to the school-related environment.

6. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
7. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
8. Any other disciplinary technique that positively promotes student development of Portrait of a Graduate traits.

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### Level III

Level III discipline offenses are serious acts of misconduct, including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the building administrator. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the administrator is a required element of all discipline actions in this category, even if such a conference has previously occurred.

Students who have committed a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the building administrator, including, but not limited to, the following:

1. Restriction from programs and special assemblies.
2. Suspension from school for up to five school days, which shall include any time during which the students was subject to suspension pending investigation.
3. Participation in the cleaning/repair of any damage caused to the school-related environment.
4. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
5. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
6. Any other disciplinary technique that positively promotes student development of the high school's Life-long Learning traits.

### Level IV

Level IV discipline offenses are the most serious acts of misconduct and include, but is not limited to, illegal activities including stealing, vandalism, use or possession of illegal drugs or drug paraphernalia (this includes alcohol and tobacco), and weapons. These offenses must be immediately reported to the building administrator. These violations will be reported to law enforcement. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the building administrator is a required element of all discipline in this category, even if such a conference has previously occurred. Due process procedures required by federal and state law will be followed.

Students who have committed a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the building administrator, including, but not limited to, the following:

1. Suspension from school for up to five school days; up to 15 days if expulsion is being considered.
2. Expulsion from the regular school program for up to one calendar year.
3. Participation in the cleaning/repair of any damage caused to the school-related environment.
4. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
5. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
6. Any other disciplinary technique that positively promotes student development of the high school's Life-long Learning traits.

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## **Attendance**

## **Board Policy 5200**

In accordance with state law, all children between the ages of six (6) and eighteen (18) must attend school full-time until the end of the term, quarter or semester in which they become 18 years old unless they have a legal excuse, fall under one of the exceptions outlined in state law, or have graduated from high school.

Any parent/guardian that is in control of a child between the ages of 6 and 18 shall cause that child to attend school regularly during the hours that school is in session.

The County has enacted an ordinance prohibiting a student from being habitually truant. The School District will make every effort to work with students and parent(s)/guardian(s) to promote student attendance in school. However, habitual truancy will be referred to the courts in accordance with state law and provisions of the District's truancy plan.

### **Student Absences and Excuses**

1. The responsibility for regular school attendance by a student rests with the student's parent(s)/guardian(s). A student is excused from school attendance if their parent(s)/guardian(s) submit a written excuse to the school prior to the student's absence. ***A student may be excused under this provision for not more than 10 days in the school year.***
2. **Excused Absences** – A student will be considered excused from school for the following reasons:
  - Illness of the student – Students who are absent because of illness for five consecutive days must present a doctor's note for additional days verifying that the absences are health related.
  - Medical appointment – Doctor, dental, optical (verification may be required.)
  - Driver's license exam or driving test.
  - Social services appointment or counseling session.
  - Death in the family and/or a funeral for an immediate family member. (Other considerations may be made with prior approval.)
  - Observance of religious holidays.
  - Court appearance or other legal procedures that require attendance by the student.

- Attendance at special events of educational value as approved by the school attendance officer or designee (e.g., college visitation; one military absence for testing; an exception can be made with prior approval).
  - Extended, authorized trips sanctioned by the parent(s)/guardian(s).
  - Suspension from school.
3. Unexcused Absences/Truancy – Students will be considered unexcused/truant if they are absent with or without the knowledge and permission of their parent(s)/guardian(s) for a reason other than described in items 1 and 2 above.

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The building principal, or their designee, will deal directly with any student that is absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. The principal, or their designee, may use any or all of the following methods in dealing with students who have an unexcused absence or with their parent(s)/guardian(s).

- Conference and counseling with student
- Make up of lost time
- Make up of lost work with or without credit being extended for the work done. (It is the student's responsibility to contact the teacher and arrange for a mutually agreed upon time and place for make-up work and exams)
- 30 minutes after school detention and meeting with the administration
- Two or more 30 minutes after school detentions and meeting with the administration
- Full day in-school suspension; parent notification by administration
- Conference with parents/guardians
- Referral to appropriate agency or to a court of law under state compulsory attendance/truancy laws

*In-school suspensions will be assigned to students who refuse to serve assigned detentions.*

## **Harassment/Bullying**

**Board Policy [5517](#), [5517.01](#)**

The Board supports a school/work environment that is safe, comfortable, and free from harassment. Therefore, harassment in any form is considered inappropriate and/or illegal for any and all students and staff to participate in.

Harassment may include, but is not limited to, unwanted or unwelcome deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors based upon one's group membership. Such conduct has the purpose or effect of substantially interfering with a student or staff member's performance or creates an intimidating, hostile, or offensive school/work environment.

Students engaging in the harassment of others will be subject to disciplinary action including, but not limited to detention, suspension, referral to law enforcement, and recommendation for expulsion.

## **Harassment of Employees/Volunteers**

**[Board Policy 3362](#)**

Employee harassment means behavior toward employees based, in whole or in part, on sex, race, religion, national origin, color, age, disability or any other factor outlined in law which interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment can take the form of unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include an implicit message from the alleged offender that noncompliance will lead to reprisals.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; sexual flirtations, touching, advances or propositions; off-color language or jokes of a sexual nature; slurs and other verbal, graphic or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photo or cartoons.

It is the policy of the Washburn Board to provide a work environment free from all forms of discrimination including incidents of harassment (sexual or otherwise) or intimidation. Any employee, including those in supervisor capacities, who violates this policy, is subject to disciplinary action up to and including discharge.

Any employee who believes he or she has been subjected to harassment by anyone, including supervisors, co-workers, students or school board members shall immediately report the harassment to either the building principal or to the district administrator. If an employee's complaint involves someone in the employee's direct line of supervision, or if the employee is uncomfortable discussing the matter with either of the designated persons, the employee is urged to contact the School Board President with the complaint.

Any employee who is aware of harassment, whether or not that employee is a victim of harassment, has an obligation to report such harassment to either the building principal or district administrator.

Any school board member, who is aware of harassment, whether or not that board member is a victim of harassment, has an obligation to report such harassment to either the school board president or the district administrator.

Any formal complaints must be filed in writing.

### **Informal Complaint Procedure**

A student who believes she or he may have been the target of sexual harassment may contact the student advocate to lodge an informal complaint and to discuss the situation and possible courses of action. If the student chooses to file a formal complaint, the advocate can assist the student in preparing the formal written complaint. The advocate is also available to assist the student during the investigation of the formal complaint.

### **Formal Complaint Procedure**

1. A student who believes he or she has been subjected to sexual harassment by anyone shall report the sexual harassment to either the principal, dean of students, school counselor, a student advocate, or to the district administrator.
2. Any student who is aware of sexual harassment whether or not that student is a victim of harassment has an obligation to report such harassment to either the school principal, dean of students, the school counselor, a student advocate, or the district administrator.
3. Any district employee who is aware of sexual harassment, whether or not that employee is a victim of harassment, has an obligation to report such harassment to either the school principal or the district administrator.

4. Any School Board member who is aware of sexual harassment, whether or not that Board Member is a victim of harassment, has an obligation to report such harassment to either the School Board president or the district administrator.
5. The formal complaint must be filed in writing.

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## **Confidentiality and Non-retaliation**

It is the policy of the District to keep the identity of the complainant and the alleged harasser confidential unless there are compelling reasons to disclose such identity. If there are compelling reasons to disclose the identity of the complainant, then the complainant shall be asked if they want their identity disclosed. If the complainant does not want their identity disclosed, then the identity shall be kept confidential. Should the complainant wish to keep their identity confidential, and should it become impossible to process or investigate the complaint as a result of the complainant not disclosing their identity, then the complaint may be dismissed. Confidentiality will be released only upon court order.

Retaliation is prohibited. Retaliation may include, but is not limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, difference in academic treatment, sarcasm, or unwarranted comments to or by peers.

## **Student Discrimination Complaint Procedure**

The district encourages informal resolution of complaints, however, any complaint regarding the interpretation or application of State or Federal law, or the district's equal educational opportunities policy, shall be processed in accordance with the following complaint procedures:

1. Any student, parent/guardian, or resident of the district that complains of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, religion, or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in a written, signed statement to the building principal.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional education needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
  - b. Complaints under 20 USC s 123 1 e-3 and 34 CFR ss76.780-76.782, commonly referred to as EDGAR complaints, stating that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.
2. The building principal, upon receipt of a written complaint, shall conduct an investigation of the alleged infraction. The principal will review with the appropriate persons the facts involved with the alleged discrimination. The principal shall decide if the case has merit, determine the action to be taken, if any, and report in writing their findings and their recommendation for resolution of the case to the complainant.
3. If the complainant is not satisfied with the building principal's decision, they may bring it to the district administrator by submitting a signed, written report to their office. Upon receipt of that report, the district administrator shall meet with all of the parties involved, formulate a conclusion, and report it to the complainant in writing.
4. The written decision shall be mailed (certified mail) or delivered to the complainant with a copy to the building principal.
5. If the complainant is dissatisfied with the district administrator's decision, they may appeal that decision to the board in writing. The Washburn Board shall hear the appeal at its next regular meeting, or at a special meeting called for the purpose of hearing the

appeal. The Board shall hear the evidence, make its decision, and deliver that decision to the complainant by certified mail or in person with a copy to the building principal.

6. If the complainant is dissatisfied with the Board's decision, they may appeal in writing to the State Superintendent of Public Instruction. In addition, the complainant may appeal directly to the State Superintendent if the board has not provided written acknowledgment of the complaint to the complainant within the 45 day time frame. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.
7. State Statute 118.13 and PI 9.04 allow the district 45 days to acknowledge receipt of written complaints and 90 days to make determinations unless the parties mutually agree to extend the timelines. The district will provide prompt written acknowledgements of all complaints back to the complainant and will strive to deliver written determinations within the agreed upon timelines.

## **Firearms**

According to Wisconsin State Statute 948.605, any individual that knowingly possess a firearm at a place that the individual knows, or has reasonable cause to believe, is in or on school grounds can be charged with a Class I felony.

A person that has a concealed weapons permit, whether it is issued from the state of Wisconsin, or another state, CANNOT carry a gun in or on to school property.

“School” is defined as a public school, parochial or private school, or tribal school, as defined in s. 115.001(15m), which provides an educational program for one or more grades between grades 1 and 12 and which is commonly known as an elementary school, middle school, junior high school, senior high school, or high school.

Firearms, real or facsimile, are not to be displayed or be visible during any virtual learning, so as to not lead to any intimidation of any students or staff.

## **Student Use of Alcohol and Controlled Substances**

No student shall possess, use, be under the influence of, sell, or distribute alcohol or controlled substances, or be involved in incidents involving drug paraphernalia (as defined by state law) in school, on school premises, or during school-sponsored activities, which includes virtual learning. Students may not possess or use tobacco products on school property or while participating in or attending school sponsored activities, which includes virtual learning.

In response to violations of these policies, the school district shall take positive action through education, counseling, parental involvement, medical referral, disciplinary action up to and including suspension or expulsion, and police referral.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student has alcohol in their system in violation of this policy. Such test shall be administered by a law enforcement officer and shall meet state law requirements. A student may be disciplined for refusing to submit to such a test.

Prior to the administration of a breath test the building principal or designee shall make a reasonable attempt to contact the student's parent(s)/guardian(s). The building principal or

designee shall record their attempt(s) to notify parent(s)/guardian(s), however, the inability to reach a parent or guardian will not restrict or prohibit the administration of a breath test.

### **Student Assistance Program**

The School District of Washburn recognizes that chemical dependency is an illness, which is presented by the use and abuse of alcohol and other drugs. Such use and abuse negatively affect many aspects of a student's life including school performance. Through intervention, counseling, and education, the Student Assistance Program is designed to help those with problems associated with chemical use and abuse.

### **Guidelines for Dealing with Student Drug and Alcohol Abuse**

#### **Definitions**

*Intoxicants:* All fermented malt beverages including beer and malt liquor and intoxicating liquors as defined by state law.

*Drugs:* All controlled substances, prescription drugs, and narcotics as defined by state law.

*Alcohol abuse problem:* Anyone under the influence of intoxicants while on school premises or while involved in any school related activity.

*Drug abuse problem:* Anyone under the influence of drugs, who is not under the supervision of a licensed physician, while on school premises or while involved in any school related activity.

The common signs and symptoms of drug use in adolescents and adults are: slurred speech, glassy eyes, staggering, loss of balance, dizziness, drowsiness, excitability, disorientation, confusion, aggressiveness, rapid mood swings, and/or odor of alcohol or drugs such as marijuana. Type of drugs that are available, and their effects on users. Types of drug paraphernalia available. Laws, rules and regulations relating to drug use in society. The use and reliability of drug tests. Resources are available to individuals that need or want help.

### **Inclusion of Parents/Guardians in Situations Involving Students Drug and or Alcohol Abuse**

Parent(s)/guardian(s) shall be notified immediately (as soon as practical) when a student is involved with or suspected of being involved with drugs or alcohol in school or at school sponsored events. If the student has used or is suspected of having used drugs or alcohol, the administrator should suggest to the parents/guardians that a witnessed drug or alcohol chemical test is available to determine the presence or absence of a chemical and the level of that chemical in the student's system. Parent(s)/guardian(s) shall be informed where such tests are available. The tests are voluntary.

No administrator, teacher, or supervisor shall suggest to a student that the utilization of a Student Assistance Program (SAP) will substitute for appropriate consequences for a drug or alcohol or other disciplinary incident. Staff may wish to confer with the SAP specialist before or when making a referral to the SAP. Since the SAP is voluntary, no student shall be punished for failure to utilize the SAP.

## **Prescription Medications**

If a student is using prescribed medication and the student or their parent(s) or guardian(s) believe that the medicine could affect their behavior, the building principal/teachers should be informed to avoid any misunderstandings. However, the release of information may only be given as authorized by law (I 18.125 and II 8.29)

## **School Employee Referrals**

1. When a student is found to be using, in possession of, or under the influence of any quantity of illegal drugs or intoxicants while on the school premises or while involved in any school related activity, the student will be referred to the principal's office. The principal or designee will notify the student's parent/guardian. A thorough investigation will follow during which the student's locker will be subject to search by school administrators. Any illegal drugs or intoxicants confiscated will be turned over to the police.

Working with the student's parent(s) or guardian(s), the principal or designee will determine if a counselor should see the student. The counselor will follow the situation after referral is recommended by the principal or designee. Confidentiality shall be maintained as outlined in Section C (2) below.

The student may be subject to suspension from school following a referral for use, possession, or being under the influence of illegal drugs or intoxicants while on school premises or while involved in any school related activity.

2. Chaperones at school sponsored events will notify the principal or their designee of potential drug or alcohol problems, when they observe or suspect a problem. The principal or designee will notify the student's parent(s)/guardian(s) and may, if the situation warrants, initiate other steps in the drug and alcohol abuse procedure.
3. A teacher suspecting a drug or alcohol abuse problem shall refer the student to the principal or their designee. The referral may need to be made immediately, in which case the teacher will: send a student to the office to secure an administrator to escort the student to the office or secure another staff member to cover their class while the teacher escorts the student to the office.

## **Student Self-Referral**

1. A counselor/teacher/staff member sought out by a student concerning drug or alcohol abuse related problems will help that student.
2. Confidentiality will be maintained and respected. The counselor/teacher/staff member shall keep all information received from a student that they or another student is using or experiencing problems resulting from the use of alcohol or other drugs confidential except under the following conditions:
  - with written consent from the student;
  - if the counselor believes there is serious and imminent danger to the health, safety, or life of any person and that disclosure of the information will alleviate that serious and imminent danger; or
  - the information is required for child abuse or neglect reporting purposes.

## **The Seller, Dealer and Pusher**

If a student is suspected or found to be exchanging, distributing, selling, or possessing with the intent to sell illegal drugs or intoxicants on the school premises or while involved in any school related activity, the following procedures will be adhered to:

1. The student will be immediately referred to the principal or their designee who will quietly escort the student to the office. No accusations will be made at this time.
2. A thorough investigation will follow during which the student's locker will be subject to search by school administration. Any illegal drugs or intoxicants confiscated will be turned over to the police, and the student's parent(s)/guardian(s) will be notified at once.
3. Suspension from school will follow unless the principal, working with the student's parent(s)/guardian(s) and authorities, determines the suspension would not be in the best interest of the student and the school.
4. Expulsion procedures may be initiated following suspension. Re-admission following an expulsion period, not to exceed one school year, may be achieved by a conference with the student, the student's parent(s)/guardian(s), law enforcement personnel and other officials involved.

## **Bus Policy**

Bus riding is a privilege and not a right. Therefore, the students are responsible for their behavior on the bus and their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported, and disciplinary action will be taken in accordance with these guidelines.

Parent(s)/guardian(s) are requested to explain the importance of proper behavior on the bus to their child. They are also expected to support disciplinary actions that are necessary to help their child change their behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided to the bus company.

## **Behavior Guidelines and Consequences**

The following behaviors will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offence. More serious misbehavior will result in harsher consequences. The behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

The list below is not all-inclusive. A student's bus riding privilege must be suspended or revoked for misconduct that endangers the property, health, or safety of others, even though such conduct is not expressly identified in the list.

MINOR INFRACTIONS:	MAJOR INFRACTIONS:
Hitting, pushing, tripping	Assault*
Eating/drinking on the bus	Fighting
Profanity	Vandalism*
Spitting	Hanging out windows
Making loud noises	Repeated failure to obey the drivers instructions
Obstructing aisles	Use of water guns/bottles/balloons
Failure to obey the driver's instructions	Possession/use of tobacco/drugs/alcohol
Littering	Possession of a weapon*
Other	Throwing objects/propelling
	Other

***If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon.***

The categorization of infractions as MINOR or MAJOR is at the sole discretion of the administration. The above list is only a guide. The Administration may determine to sanction any of the items that are listed as minor infractions, as major infractions, and vice versa, depending upon the circumstances of a student's misconduct.

The bus driver must attend all conferences that are scheduled to evaluate whether the suspension of a student's bus riding privilege is an appropriate sanction. In addition, the bus driver must attend all revocation hearings in which the Administration recommends to the School Board, or the independent hearing panel/officer appointed by the School Board, that a student's bus riding privilege be revoked.

### **Minimum-consequences for Minor Infractions**

#### **First Offense:**

A verbal warning will be given. The bus driver will notify the office staff and the office staff will notify the parent(s)/guardian(s).

#### **Second Offense:**

The bus driver has a conference with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) or guardian(s), teacher, and principal.

#### **Third Offense:**

The bus driver identifies the infraction and writes the behavior referral with copies to the parent(s)/guardian(s), teacher and principal. This will result in a one-day suspension of the student's bus riding privilege. The student and/or the student's parent(s)/guardian(s) will be promptly notified of the suspension and the reason for the suspension. Such notification to the parent/guardian will be made by telephone, when possible. Otherwise, parental notification will be by letter. The student or the student's parent(s)/guardian(s) may request a conference with the district administrator regarding the one-day suspension, within five school days following the commencement of the suspension. The district administrator or their designee shall decide whether the one-day suspension is an appropriate sanction, if the student or the student's parent(s)/guardian(s) request a conference.



*Fourth Offense:*

Same as above but student's bus riding privilege will be suspended for two days.

*Fifth Offense:*

Same as above but student's bus riding privilege will be suspended for three days.

**Infraction after the 5<sup>th</sup> Offense**

*Suspension:*

Same as above but student's bus riding privilege will be suspended for five days.

*Revocation:*

In the alternative, recommendation to the School Board, or the independent hearing panel/officer appointed by the School Board, to revoke student's bus riding privilege for ten days or the rest of the school year.

**Minimum Consequences for Major Infractions**

*First Offense:*

The bus driver identifies the infraction and writes the behavior referral with copies to the parent(s)/guardian(s), teacher, and principal. This will result in a 3-day suspension of the student's bus riding privilege. The student and/or the student's parent/guardian will be promptly notified of the suspension and the reason for the suspension. Such notification to the parent(s)/guardian(s) will be made by telephone, where possible. Otherwise, parental notification will be by letter. The student or the student's parent(s)/guardian(s) may request a conference with the district administrator regarding the 3-day suspension, within five school days following the commencement of the suspension. The district administrator or their designee shall decide whether the three-day suspension is an appropriate sanction, if the student or the student's parent(s)/guardian(s) request(s) a conference.

*Second Offense:*

Recommendation to the School Board, or the independent hearing panel/officer appointed by the School Board, to revoke the student's bus riding privilege for ten days.

*Third Offense:*

Recommendation to the School Board, or the independent hearing panel/officer appointed by the School Board, to remove student's bus riding privilege for thirty days.

*Fourth Offense:*

Recommendation to the School Board, or the independent hearing panel/officer appointed by the School Board to revoke the student's bus riding privilege for the remainder of the school year.

The parent(s)/guardian(s) of a suspended minor (under 18 years old) pupil shall be given prompt notice of the suspension and the reason therefore. A hearing with the principal may be requested by the parent(s)/guardian(s).

***Bus suspensions are not school suspensions. Students will be expected to be in school.***

**This policy is not all encompassing of the different kinds of technology it lists. It is the instructors/staff member's discretion to determine if a certain type of technology is appropriate in the classroom, including headphones.**

The consequences for not following this policy are the following:

**1<sup>st</sup> Offense**—if your personal electronic device is not used in accordance with this policy the PCD will be confiscated and brought to the high school office, for the rest of the school day. The student can get their PCD back at the end of the school day, after talking to an administrator regarding the policy.

**2<sup>nd</sup> Offense**- if your personal electronic device is not used in accordance with this policy the PCD will be confiscated and brought to the high school office for the rest of the school day. The student can get the PCD back at the end of the day and the parent(s)/guardian(s) will be notified.

**3<sup>rd</sup> Offense and Continuous Offenses**- if your personal electronic device is not used in accordance with this policy the PCD will be confiscated and brought to the high school office for the rest of the school day. Parent(s)/Guardian(s) must come to the office to pick up the phone. The parent(s), student, and administrator will meet to discuss the policy. The offense will be entered into Skyward discipline on the third offense and each following offense.

## **Academic Honesty**

Cheating is defined as taking the work, words, ideas, and/or efforts of another and using it as one's own or providing one's work to be used as another's. No credit will be given to students involved in cheating.

On all offenses the teacher completes a behavioral referral, attempts to contact the parent(s)/guardian(s) and turns in the referral to the building administration indicating whether the parent(s)/ guardian(s) have been contacted.

## **Plagiarism Policy**

### **Rationale**

As an academic community, Washburn Middle and High School has a focus to develop students' critical thinking and to provide them with an environment which encourages individual intellectual growth. In order to address this focus, we must commit to academic honesty and integrity. Plagiarism is a form of academic dishonesty in which a student passes off work from another source (intellectual property from book, magazine, news, and internet) or person as their own. This is a serious offense which is considered intellectual theft which can have severe consequences including lawsuits and expulsions in some academic institutions. As a school district we want to encourage honest academic growth, so students are better prepared to meet the rigor and demands of post-secondary education and compete in a global marketplace. By having a clear, strict plagiarism policy, teachers can better inform students of plagiarism, correct plagiarism, and deter and prevent plagiarism from occurring.



## Definitions

Plagiarism is a specific form of cheating in which a student steals or takes another person's work, words, ideas, pictures, facts, or other material and passes it off as their own work. Plagiarism can include, but is not limited to, the following:

- Turning in written work retrieved from an Internet source as one's own
- Using information from an outside source without properly citing the source (including paraphrasing)
- Using another student's work in whole or part and handing it in as one's own
- Using another person's idea, opinion, quotations, or theory without citing the source
- Using online translators for assignments and assessments (such as quizlet, encyclopedias, etc.)
- Using supplemental resources such as Cliff Notes, Spark Notes, or other resources found online without citing the source
- Using ideas without citing sources.

## Consequences

Students caught engaging in plagiarism will receive the following consequences based on the level of infraction:

### Level III

*Level III infractions are the most serious infractions. This includes:*

- Turning in work from another source (word for word)
- 50% or more of work is copied word for word from another source
- Multiple Level II infractions

*The consequences for Level III infractions*

- The teacher will discuss with the student and notify them of the plagiarism
- The teacher will complete a behavioral referral in Skyward, citing "cheating" as the behavioral infraction
- The teacher will attempt to contact the parent/guardians to notify them of the plagiarism
- The student will receive a '0' for the assignment, project, etc.
- The building administration will notify the National Honor Society or other applicable clubs/organizations of the behavior infraction
- The teacher will require the student to redo /revise the assignment.

### Level II

*Level II infractions are a step below Level III infractions. They include:*

- Word for word copying in less than 50% of the work
- Paraphrasing throughout without citing the source
- Student does not cite sources in work
- Full paragraph/s copied from another source
- Multiple Level I incidents

*The consequences for Level II infractions include:*

- The student will receive a “0” on the assignment and teacher will discuss with the student the plagiarism infraction.
- The teacher will require the student to redo /revise the assignment.
- The student’s parents and administration will be notified and an incident report will be noted in Skyward.

### Level I

*Level I infractions are seen as the lowest level infractions of plagiarism. They include:*

- The student patch-work paraphrasing (copying some material word for word but attempting to put in own words)
- The student using quoted material with quotes but no citations in work
- The students use own words but not original ideas (i.e.: Sparknotes, quizzlet, etc.)

*The consequences for Level I infractions include:*

- Inform student of violation and make note of incident in Skyward
- Student will receive a “0” on assignment and will be required to redo/revise the assignment.

### **Teacher’s Role Regarding Plagiarism**

It is the duty of a teacher to go over plagiarism in their class and follow the consequence guidelines. It is also important that they place the plagiarism policy in their syllabus (or at least note that the school’s plagiarism policy is in the student handbook). They are also responsible for informing the student and parents of the plagiarism and completing a behavioral referral in Skyward. It is at the teacher’s discretion into which category that infraction falls. For example, if a work is turned in and it is around 50% plagiarized, it is up to the teacher to determine the level of infraction.

A student in an Advanced Placement course may be subject to removal from the course at teacher and administration’s discretion.

If a student is caught plagiarizing multiple times, be it in a single class or multiple classes, a conference will be held with the teacher, administrator, parent/guardian, and student to discuss other consequences of the action which could result in additional repercussions including suspension, or an F in the course.

### **Dress and Personal Appearance**

Washburn Middle and High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student. A few rules to note are these:

- Some type of footwear must be worn.

- Students are required to wear safety or special purpose equipment whenever it is required.
- Students will not be permitted to wear clothing or accessories that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Students will not be permitted to wear clothing on which print that is offensive in nature is written. Offensive print would include but not be limited to words, statements, or graphic referencing, discrimination, profanity, or other obscenities.
- Students will not be permitted to wear clothing, accessories, jewelry, or other items promoting alcohol, illegal substances, or that could be used as a weapon.

If a student's dress and/or appearance is 1) inappropriate to the maintenance of good decorum, or a favorable academic atmosphere; 2) detracts from the learning process; 3) violates one of the above noted rules, staff members will direct the student to the administration. The student may be required to change clothing or be subjected to the school's discipline codes.

### **Locker Searches**

The Washburn District Board has provided school lockers for the sole purpose of providing students with a convenient receptacle for clothing, books, and other articles necessary or convenient for a student's use during the school day. School lockers are the property of the School District of Washburn, and the student has no property interest in any locker. At no time does the School District of Washburn relinquish its exclusive control of lockers provided for the convenience of students. Lockers are subject to search by the administration to protect the health and welfare of the school community. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Authorization to search a locker will be given only by the building level principal, their designee, or a superior. The search will be done in the presence of two school employees and, if practical, the student. A record will be kept by the district of all lockers searched, including the reason for the search and the findings. It is recognized that all lockers are opened and/or inspected periodically for housekeeping and repair.

### **School Dances – Middle and High School**

#### **Middle School Dance Procedures**

- District is not responsible for lost, stolen, or damaged personal communication devices.
- Dances should run from 6-9 or 7-10pm. Cost for all dances is \$3. Cash boxes can be obtained from the financial manager.
- Sponsors are responsible for providing music for the dance.
- Concessions are encouraged. The dance sponsor is responsible for providing the concessions.
- Students should sign in by highlighting their name on the class lists. If the student's name is not on the list, they are not permitted in the dance unless they bring the signed dance contract. Dance contracts turned in at the dance, along with the sign in sheets should be returned to the MS office.
- Sponsors are required to find chaperones. The MS principal or counselor can help to find chaperones and will maintain a list of parents wishing to volunteer. Three or more chaperones are required. Preferred to have both male and female chaperones.

- Students may not leave once they enter without a parent phone call. Students wishing to use their phones must do so with an adult present. Students who leave without permission are not permitted to re-enter.
- Once students are in the cafeteria, they should remain in the cafeteria.
- High School students should not interact with MS students on the dance floor. HS students may be present for operations or support volunteers.
- Students and sponsors are responsible for cleaning up (sweep and spot mop) the floor and other areas after the dance. Tables should be put back in the correct positions.

## High School Dance Guidelines

The following rules assist us in holding appropriate high school dances.

- School dances and social events scheduled on school nights will end at or before 10:30 p.m. Dances and social events scheduled on Fridays or Saturdays will end by midnight.
- Every student at Washburn High School is welcome at dances until they show that they do not warrant the privilege. Every student in good standing has permission to invite a guest to the dances.
  - Guests are to be enrolled in high school in grades 9-12.
  - Students who wish to bring guests must complete the appropriate permission form available in the office. Once the student has received word from the high school office that their guest has been approved, that guest is welcome to attend the dance.
  - Guests who are not preapproved by the high school administration will not be allowed to enter the dance.
  - The approved guest list will be posted at the door by the ticket takers.
  - The guest's host is responsible for informing their guest of the rules in effect during the dance.
  - This pass method will be in effect and must be repeated for every dance.
- All students and guests are expected to stay in the building while in attendance at the dance. When a student leaves, they will not be permitted to return to the dance. Loitering in halls or lavatories is not permitted. Violators will be asked to return to the dance area or leave the building.
- Smoking/vaping in the building or on school property is not permitted by students/guests. Violators of this policy will be asked to leave the dance and will be reported to law enforcement.
- Alcohol beverages/drugs are not permitted at any school function, and individuals who have consumed alcohol/drugs will not be admitted to school functions. The building administration/chaperones will call on law enforcement to test students and guests for blood alcohol content if it is suspected that attendees have consumed alcohol prior to attending school functions. Law enforcement may be asked to check the attendee's blood alcohol content prior to admittance or during the dance.
- At least two faculty members must chaperone each dance. Class or organizational advisors automatically become the chaperones. Should only one person have this advisorship, they may ask for assistance.



**School District of Washburn**  
**Non - Prescription Medication Authorization Form**  
 Note: each medication requires a separate form

**\*Medication must be in original container\***

**Parent completes this section:**

Students Name: \_\_\_\_\_ Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

Medication Name	Dose	Time Given	Reason
1)			
2)			
3)			

**Any specific instructions:**

**If medication is given "as needed" describe indications:**

**How soon can medicine be repeated:**

I hereby give permission to school employees designated by school officials to give medication to my child according to my direction.

I further give permission to school authorities to contact my child's physician regarding this medication.

I further agree to notify the school in writing at the termination of this request or when any medication changes occur.

I further agree to hold the School District of Washburn and all employees harmless in any and all claims arising from the administration of this medication.

<b>Parent's Signature</b>	<b>Date:</b>
<b>Phone No.</b>	<b>Work or Cell Phone</b>

**A doctor's written order and the doctor's signature are required for school staff to administer any dose other than the recommended dose that is indicated on the label.**

Name of Medication:	Dose:	Time Given:
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<b>Physician's Signature:</b>	<b>Date:</b>
<b>Clinic:</b>	<b>Phone: Fax:</b>



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enter the **global** society  
with the knowledge, skills,  
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required to be contributing citizens.*





**School District of Washburn**  
**Prescription Medication Authorization Form**  
*Note: each medication requires a separate form*

**\*Medication must be in original container\***

**Parent completes this section:**

Students Name: \_\_\_\_\_ Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Medication: \_\_\_\_\_ If an inhaler: ☐ Kept with student ☐ Kept in health room

Name of pharmacy: \_\_\_\_\_ Phone number: \_\_\_\_\_ Allergies: \_\_\_\_\_

I hereby give permission for personnel designated by the principal or school nurse to give this medication to my child according to the directions stated. I also authorize school personnel designated in medication administration to contact my child's practitioner or me if there is a question regarding medication administration. I agree to notify the school when the drug is to be discontinued and/or the dosage or time is changed. I understand that if the medication is resumed, a new medication authorization form is required. I understand that any unused will be properly disposed of it not claimed after discontinuation of the medication. No medication will be sent home with students. I agree to hold the School District, its employees and agents, excluding health care professionals, who are acting within the scope of their duties, harmless in any and all claims arising from the administration of this medication at school.

<b>Parent's Signature</b>	<b>Date:</b>
<b>Phone No.</b>	<b>Work or Cell Phone</b>

**Physician completes this section:**

Physicians Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ Dosage: \_\_\_\_\_ Form: \_\_\_\_\_

Time/circumstance medications should be administered: \_\_\_\_\_

If "as needed" indications \_\_\_\_\_ How soon can it be repeated \_\_\_\_\_


Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Potential adverse reactions \_\_\_\_\_

I acknowledge by my signature that I will advise designated school personnel with regard to the administration of the medication described above, which includes accepting direct communication. I further acknowledge that all instructions should be stated in the language of the layperson. I further understand that if the student is allowed to self-administer medication, proper instruction has been given.

<b>Physician's Signature:</b>	<b>Date:</b>
<b>Clinic:</b>	<b>Phone:</b> <b>Fax:</b>





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